



## Rainford Brook Lodge Primary School

### PRIVACY NOTICE RELATING TO GOVERNOR AND VOLUNTEER INFORMATION

#### About this Privacy Notice

Under data protection laws, individuals have a right to be informed about how Rainford Brook Lodge Primary School (“the School”) uses any personal information we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal information.

It is important to the School, and a legal requirement, that we are transparent about how we process personal information. As a school that processes personal information, we are known as a “data controller”. This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

#### The Data Protection Officer

The School has an appointed Data Protection Officer (DPO), HY Professional Services, who can be contacted in writing at HY Professional Services, 1 Reed House, Hunters Lane, Rochdale, OL16 1YL; by email at [DPO@wearehy.com](mailto:DPO@wearehy.com) or by telephone on 0161 804 1144. The DPO is responsible for supporting and advising the School in relation to data protection issues and you can contact the DPO should you wish to discuss any concerns that you have about data protection.

#### The personal data we hold

We process data relating to governors and those volunteering at our school. Personal information that we may collect, use, store and share (when appropriate) about you includes: -

- Contact details
- Information about business and pecuniary interests
- Attendance records
- DBS information

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This may include information about any health or medical conditions. However, we only collect this type of information when it is necessary to do so.

## **Why we use this data**

The purpose of processing this data is to support the School to:

- Establish and maintain effective governance
- Meet statutory obligations for publishing and sharing governors' details
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Ensure that appropriate access arrangements can be provided for governors and those volunteering who require them

## **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we process special category data, we will obtain your explicit consent.

Where you have provided us with consent to use your personal information, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your personal information.

## **How we store this data**

Personal data is stored in accordance with our data protection policy. We maintain a file to store personal information about governors and volunteers in hard copy and electronic form. The information we hold is kept secure and is only used for purposes directly relevant to your work with the School.

When your relationship with the School has ended, we will retain and dispose of your personal information in accordance with our retention schedule. Please contact the School Business Manager for further information.

## **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Government departments or agencies – to meet our legal obligations to share information about governors
- Our local authority – to meet our legal obligations to share certain information with it, such as details of governors
- Professional advisers and consultants

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

### **Your rights - How to access the personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that the School holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the School Business Manager by telephone on 01744 678816 or by email at [brooklodge@sthelens.org.uk](mailto:brooklodge@sthelens.org.uk)

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the School Business Manager.

## **Complaints**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the School Business Manager or, alternatively, our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer whose details can be found above.